



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20541

RQ-2

Ann Fishman, Treasurer
Association of State Democratic Chairs Federal
Operating Account
10212 Windsor View Drive
Potomac, MD 20854

Identification Number: C00259481

APR 09 2003

Reference: Year End Report (7/1/01-12/31/01)

Dear Ms. Fishman:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-On Schedule H4 supporting Line 21(a) of the Detailed Summary Page, you have failed to check the appropriate CATEGORY box for the payment(s) made to American Express. Please amend your report to disclose the appropriate category.

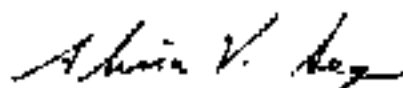
-On Schedule H4 supporting Line 21(a) of the Detailed Summary Page, you have failed to include the total EVENT YEAR-TO-DATE amount for a payment(s) to American Express. Please amend your report to include the missing EVENT YEAR-TO-DATE total(s).

-On Schedule(s) H4 supporting Line(s) 21(a) of the Detailed Summary Page, you have not included the full name and/or mailing address for the vendor listed as KCI Airport Parking. Please amend your report accordingly.

-Schedule H4 of your report discloses payments for "petty cash." Please be advised that a political committee may maintain a petty cash fund out of which it may make expenditures not in excess of \$100 to any person per purchase or transaction. 11 CFR §102.11 Please provide clarifying information regarding these transactions.

A response or an amendment to your original report(s) correcting the above problem(s) should be filed with the Federal Election Commission within fifteen (15) days of the date of this letter. Electronic filers must file amendments (to include statements, designations and reports) in an electronic format and must submit an amended report in its entirety, rather than just those portions of the report that are being amended. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530 (at the prompt press 1, then press 2 to reach the Reports Analysis Division). My local number is (202) 694-1130.

Sincerely,



Alissa V. Sagri
Campaign Finance Analyst
Reports Analysis Division

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